

# **AZ-TAS**

# **EVALUATION AND ELIGIBILITY**

# Processes and Procedures From Referral to Determination of Eligibility

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#### Introduction

Evaluation is an essential element in the special education process. The IDEA'04 regulations set specific requirements for conducting both an initial evaluation and any reevaluation. It is vital that public education agencies (PEAs) and parents of children suspected of having disabilities be knowledgeable about those requirements.

This document was developed to assist school personnel and parents in navigating through the multidisciplinary evaluation process. The included sample forms may be used as guides in documenting the review of existing data, obtaining parental consent, conducting the individual evaluation, and documenting eligibility.

This document will provide a step-by-step guide to decision making and procedures throughout the evaluation process, including reviewing existing data, determining the need for additional data, obtaining parent consent, conducting the assessment, and determining eligibility, including the use of response to intervention (RTI) as a means of determining eligibility for a student with a specific learning disability.

Included in this technical assistance manual are:

- step-by-step procedures from referral to review of existing data (including the use of RTI), through consent and evaluation to eligibility determination;
- sample documentation forms for parent consent, the review of existing data, the evaluation report summary, and the determination of eligibility;
- a checklist that can be used with any format to guide schools in creating or reviewing multidisciplinary evaluation reports;
- applicable federal regulations, Arizona Revised Statutes (A.R.S.), and Arizona Administrative Code (A.A.C.) citations to assist users in understanding the legal requirements of the evaluation process;
- reference pages to assist teams in identifying appropriate categories of eligibility and citations from federal regulations, Arizona Revised Statutes; and Arizona Administrative Code.
- evaluation definitions and considerations.

#### **Child Find**

(34 C.F.R. §300.111)

Under the child find provisions of the IDEA '04 regulations, each PEA must ensure that all children with disabilities who are in need of special education and related services are identified, located, and evaluated. This includes enrolled students as well as others within the boundaries of responsibility of a district (privately schooled, home-schooled, highly mobile, migrant, and homeless children). It also includes students suspected of having a disability who are in need of special education, even though they are advancing from grade to grade. Therefore, the responsibility for child find rests with all staff members who have contact with students.

Once a student is identified as having difficulty in progressing or achieving in any areas of expected growth or learning (academic, social/emotional, behavioral, cognitive, language, or motor skills), the student should be referred for intervention. This intervention may be in the form of a student-study/teacher-assistance team, an RTI process, or some other systemic method for providing early intervening services to assist the student in attaining expected learning or behavioral growth. This initial process is called *prereferral intervention*.

The goal of prereferral intervention is to provide appropriate targeted strategies and interventions to improve the child's rate of learning. This process, available to any student birth through age 21, usually involves general education staff as the primary source of the intervention and uses some system of progress monitoring. When the process is successful, the student gains the targeted skills and continues to progress in the general classroom without needing additional evaluation or special education.

The purpose of prereferral intervention is underscored in the IDEA '04 requirements for determination of eligibility (§300.306):

A child must not be determined to be a child with a disability under this part if the determinant factor for that determination is:

- Lack of appropriate instruction in reading, including the essential components of reading instruction;
- *Lack of appropriate instruction in math; or*
- Limited English proficiency.

Prereferral intervention helps to eliminate these possible causes of underachievement. However, if the student fails to meet the expected learning or behavioral changes despite the targeted interventions OR the student's academic or behavior difficulties are obvious and significant, the student should be referred for an individual evaluation without undue delay.

To be valid, prereferral intervention strategies must involve peer-reviewed, research-based interventions. A process known as response to intervention (RTI) is one effective research-based strategy.



# **Response to Intervention**

(§§300.307–300.311)

Response to intervention, in its broadest sense, is a multitiered early intervention model for supporting school success for all children. This model involves school professionals conducting focused assessments to enable them to prescribe appropriate interventions. This process identifies students' specific instructional needs; provides targeted scientific, research-based interventions based on the needs identified; uses progress monitoring to measure students' response to interventions and verify their effectiveness; and measures students' success in achieving academic or behavioral standards. An important part of RTI is involving parents in understanding their students' instructional needs for academic and/or behavioral interventions.

While the IDEA '04 only addresses the use of RTI in determining the existence of a specific learning disability, the process is highly effective for intervening with any concern involving academics or behavior prior to the consideration of an individual evaluation to determine eligibility for special education. Thus, the use of a response to intervention (RTI) process is highly recommended as an *intervention strategy*. ESS offers districts and charter schools the opportunity to submit an "Assurance Letter" for using RTI in the process of identifying students with specific learning disabilities. The "Assurance Letter," available at the link below, must be filed with Exceptional Student Services prior to using RTI for SLD eligibility <a href="http://www.azed.gov/wp-content/uploads/PDF/SPED09-01.pdf">http://www.azed.gov/wp-content/uploads/PDF/SPED09-01.pdf</a>. Additional information regarding RTI may be obtained from the ADE through <a href="http://www.azed.gov/school-effectiveness/azrti/">http://www.azed.gov/school-effectiveness/azrti/</a>.

## Referral

Despite the best efforts of schools to remedy deficiencies by using prereferral intervention, some students may not be able to attain the skills needed to make adequate progress in the general curriculum. If a disability is suspected as the underlying reason for this, a student is referred for a full and individual evaluation. An evaluation must occur before the provision of special education and related services. Either a parent of a child or PEA staff may request an evaluation to determine if the student is a child with a disability.

# **Review of Existing Information**

(§300.305)

A PEA must promptly initiate the review of existing data if a child has not made adequate progress after an appropriate period of instructional time or if a parent requests an evaluation.

As part of an initial evaluation, the group of people who would comprise a child's individualized education program (IEP) team and other qualified professionals (as appropriate) review all relevant existing information about a child. Parent consent is not needed to conduct a review of existing data. When reviewing existing data, the team must consider the validity and reliability of the information and the resulting interpretations. When completing the review of existing data, documentation of the information must be provided in each of the following areas in an evaluation report:

- Evaluations and information provided by the parents of the child, including current medical, developmental, and functional status and history and any parentally obtained evaluations:
- Results of any prior special education evaluation(s) and an analysis of that data;
- Current classroom-based, PEA, and statewide assessments, including language proficiency assessments, where applicable;
- Classroom-based observations and prereferral interventions; and
- Observations and input by teachers and related service providers.

Based on the review and input from the child's parents, the IEP team must decide if additional data are needed to determine:

- Whether the child has a disability;
- The educational and developmental needs of the child;
- The present levels of academic achievement; and
- Whether the child needs special education and related services.

While the team may conduct its review without a meeting, input and decision making by all members is essential. If the team determines that additional information is needed, parent consent to collect the additional information must be obtained. The additional information may be in the form of assessment(s), observations, medical reports, or other types of information.

### **Parent Consent for Evaluation**

(§300.300)

The PEA must make reasonable efforts to obtain the informed consent of the parent in order to collect any additional evaluation information after the review of existing data. Each PEA must provide parents with prior written notice and notice of procedural safeguards when proposing to collect additional data.

If the parent of an enrolled student or of a student seeking enrollment in a PEA refuses consent for initial evaluation or fails to respond to a request for consent to evaluate, the PEA may, but is *not required* to, pursue the initial evaluation of the child through due process procedures. The PEA will not violate its obligation under child find and evaluation regulations if it declines to pursue an evaluation in this case.



#### Ward of the State

If the child is in the custody of the State and the parents' educational rights have been suspended or all rights have been terminated, consent may be given by another adult who meets the definition of parent found in §300.30. If no other adult meets the definition of parent, the PEA should petition the Arizona Department of Education to appoint a surrogate parent. In these cases, the surrogate parent appointed to represent the child then makes the educational decisions regarding consent for special education evaluation.

#### Parent Cannot Be Identified or Located

If a PEA cannot identify or discover the whereabouts of a child's parents despite reasonable efforts to do so or if the child meets the criteria of an unaccompanied youth as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434 a (6)), a PEA should petition the Arizona Department of Education to appoint a surrogate parent. In these cases, the surrogate parent appointed to represent the child then makes the educational decisions regarding consent for special education evaluation.

### **Initial Evaluation**

(§§300.301; 300.304; A.R.S. §15-766; A.A.C. R7-2-401.E)

Once informed parent consent to gather additional data has been obtained, an evaluation and eligibility determination must be completed within 60 calendar days of the date of the consent. This time period may be extended for an additional 30 days if the school and the parent agree in writing that the extension is in the child's best interest.

If a parent repeatedly fails or refuses to produce the child for evaluation or if a child enrolls in a school of another PEA after the timeline has begun, the 60-day timeframe does not apply. In the latter instance, the parent and the subsequent PEA may agree to a specific time when the evaluation will be completed.

The initial evaluation shall include all aspects of evaluation determined necessary by the IEP team as a result of the review of existing evaluation data. It should also include all components required under A.A.C. R7-2-401.E.6, as appropriate.

In conducting the evaluation, the PEA must:

- Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent that may assist in determining eligibility and deciding upon the content of the IEP (including information to enable involvement and progress in the general education curriculum and participation in appropriate activities);
- Not use any single measure or assessment as the sole criterion for determining whether the child has a disability and for determining an appropriate educational program; and
- Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

The team must ensure that tests and other evaluation materials:

- Are selected and administered so as not to be discriminatory on a racial or cultural basis;
- Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to do so:
- Are used for the purposes for which the assessments or measures are valid and reliable;
- Are administered by trained and knowledgeable personnel; and
- Are administered in accordance with any instructions provided by the producer of the assessments.

The team must also ensure the following:

- Assessments and other evaluation materials include those tailored to assess specific areas
  of educational need and not merely those that are designed to provide a single general
  intelligence quotient;
- Assessments are selected and administered to ensure that if they are administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level (or whatever is meant to be measured) rather than reflecting the child's impaired skills (unless those are the skills being measured);
- If the child is limited English proficient, the assessments measure the extent to which the child has a disability and needs special education rather than measuring the child's English language skills;
- The child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities;
- Assessments of children who transfer from one PEA to another within the same school year are coordinated with the prior school to ensure prompt completion of full evaluations;
- The evaluation is sufficiently comprehensive to identify all of the child's special education and related service needs, whether or not they are commonly linked to the disability category in which the child has been classified; and
- Assessment tools and strategies provide relevant information that directly assists a team in determining the child's educational needs.



# **Determination of Eligibility**

(§300.306; A.R.S. §15-761; A.A.C. R7-2-401.E)

When the review of existing data, administration of any assessments and other evaluation measures are complete, the final step in the evaluation process is to review and discuss all evaluation information. A group of qualified professionals and the parent determine whether the child has a disability, as defined in §300.8 and A.R.S. §15-761. The team must:

- Draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations, as well as information about the child's physical condition, social or cultural background, and adaptive behavior;
- Ensure that information obtained from all these sources is documented and carefully considered; and
- Provide a copy of the evaluation report to the parent at no cost.

A child may not be determined eligible if the determinant factor for that determination is:

- Lack of appropriate instruction in reading, including the essential components of reading instruction:
- Lack of appropriate instruction in math; or
- Limited English proficiency.

A child can only be determined eligible for special education services if the child's disability meets the eligibility criteria in the definition of a child with a disability, the disability impacts learning and there is a need for specially designed instruction. The team must document this eligibility by describing the applicable criteria within the body of the report or by using an appropriate eligibility form. (Eligibility forms for all disabilities are included in this technical assistance document in Appendix A.) At a minimum, there must be clear evidence that the team made the determination after careful consideration of all information obtained and that the child meets the appropriate eligibility criteria.

# **Additional Procedures for Identifying Specific Learning Disabilities** (§§300.307–300.311)

A PEA has two options for identifying a child with a specific learning disability (SLD):

- Using a discrepancy model to determine if there is a significant difference between intellectual ability and achievement; or
- Using a State-approved response to intervention (RTI) process.

If a PEA chooses to use RTI as their process, the RTI process must include all required components and **must** receive prior approval from the Arizona Department of Education/Exceptional Student Services.

To ensure that underachievement in a child suspected of having a specific learning disability is not due to lack of appropriate instruction in reading or math, the team must consider, as part of the evaluation described in 34 CFR §300.304 through §300.306:

- Data that demonstrate that prior to, or as a part of, the referral process, the child was provided appropriate instruction in general class settings, delivered by qualified personnel;
- Student behavior(s) that are relevant to school performance; and
- Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which is provided to the child's parents.

This consideration is a requirement no matter which option for identification is chosen.

For the purposes of identifying a student with a specific learning disability, the following conditions must not be the determining factor of the disability: visual, hearing, or motor impairment; intellectual disability; emotional disability; limited English proficiency; environmental, cultural, or economic disadvantage; or lack of appropriate instruction in reading or math.

## **Additional Team Membership for SLD Determinations**

In addition to the IEP team membership requirements, the team that determines if a child qualifies as a child with a specific learning disability must include:

- The child's regular teacher or, if there is not a regular teacher, a general classroom teacher who is qualified to teach a child of the same age; and
- At least one person certified to conduct the diagnostic examination of the child such as a school psychologist, speech-language pathologist, or math or reading specialist. The specific specialty depends on the nature of the child's suspected disability.

This group makes the determination of eligibility for a child with a specific learning disability, using the criteria outlined in §§300.309(a)(1)–(3); 300.309(b); and 300.310.

#### **Specific Documentation for the SLD Eligibility Determination**

The documentation of the eligibility determination must contain the statements described in §300.311(a)–(b). These requirements are detailed on the Determination of Eligibility form for SLD located in Appendix A.

#### Reevaluations

(§§300.303–300.311; A.R.S. §15-766; A.A.C. R7-2-401.E)

In accordance with IDEA '04, a PEA must conduct a reevaluation if the PEA determines that the educational or related services needs of the child warrant a reevaluation or if a parent or teacher requests a reevaluation. Consequently, a reevaluation must be done when a student improves significantly and may no longer need special education, when little or no progress is being made, or when a parent or teacher requests a reevaluation.

However, the IDEA limits reevaluations to not more than one a year, unless the parent and PEA agree otherwise. Reevaluations must be conducted at least once every three years, unless the parent and PEA agree that a reevaluation is unnecessary. If a reevaluation is unnecessary, even the first step of reviewing existing data is not required. However, the PEA should ensure that any decision not to reevaluate is mutual. The PEA should give the parent a prior written notice of the agreement and/or obtain a signed, dated agreement not to reevaluate the child. Evidence of this agreement should be retained in the child's special education file.

### **Reevaluation Considerations**

All of the considerations referred to in the initial evaluation procedures also apply to reevaluations.

## **Review of Existing Evaluation Data**

The review of existing evaluation data must be a part of any reevaluation. Using information from the review of data and input from the child's parents, the reevaluation team must identify what additional data, if any, are needed to determine:

- Whether a child continues to have a disability and the educational needs of the child;
- The present levels of academic achievement and related developmental needs of the child;
- Whether the child continues to need special education and related services; and

• Whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals set out in the IEP and to participate, as appropriate, in the general education curriculum.

The team may conduct its review without a meeting. Once the team has identified what, if any, additional data are needed, parent consent to gather the additional data must be obtained.

## Requirements if Additional Data Are Not Needed

There are occasions when the wealth of information contained in a child's file and reviewed by the IEP team provides ample documentation of the child's continued eligibility and the necessary content for the IEP. When no additional assessments are needed, the PEA must still notify the child's parents of

- The determination that no additional data are needed and the reasons for the decision; and
- The parents' right to request any assessments to determine continued eligibility and educational needs.

# **Final Steps Following Reevaluation**

(§300.306; A.R.S. §15-761; A.A.C. R7-2-401.E)

When the review of existing data, administration of any assessments and other evaluation measures are complete, the final step in the reevaluation process is to review and discuss all evaluation information. The IEP team must determine eligibility in the same manner as that described in the initial determination.

#### **Evaluations before a Change in Eligibility**

With the exception of the occasions noted below, a PEA must reevaluate a child with a disability before determining that the child no longer qualifies for special education. The evaluation may consist of a review of existing evaluation data, some additional assessment, or an entire comprehensive evaluation, based on the IEP team's decision as to what information is needed to make the decision.

Exceptions that do not require an evaluation to terminate services:

- Graduating from secondary school with a regular diploma; or
- Exceeding the age eligibility for FAPE under Arizona law.

For students whose eligibility terminates due to the exceptions above, the PEA must provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting his or her postsecondary goals.

# **Appendix A: Sample Forms**

The following sample forms can be used to document the evaluation process and all required components. Using the sample forms is one way IEP teams can document the review of existing data, parent consent to gather additional data, and after consideration of all data, the resulting decisions.



# **Review of Existing Data for Evaluation**

Student Name	DOB	SAIS#	
Date Review Completed	Student's Lan	guage Proficiency	
Vision Screening Date	Results	Results	
Hearing Screening Date	Results		
Review of Existing Data by the Multic §15-766.B)  Information provided by the paren information, and history, including a	ts, including <b>current</b> d	evelopmental, medical, functional	
Summary of any prior special educa	ation evaluation(s), includ	ding dates and significant results:	
Current classroom-based assessmen could include educational history:	t scores and performanc	e in the general curriculum, which	
Teacher and, as appropriate, current initial evaluation, any pre-referral in		observations and input, and for an	
Results of formal assessments such proficiency assessments where appli		e assessments, including language	

Educational problems related to or resulting from reasons of educational disadvantage, racial, and/or cultural considerations:
Classroom-based observations:
<ul> <li>Consideration and Identification of the Need for Additional Data to Be Collected     Is the existing information sufficient to determine:         <ul> <li>Whether the child has a particular category of disability or continues to have a disability?</li> <li>The present levels of academic and functional performance and educational needs of the child?</li> <li>Whether the child needs or continues to need special education and related services?</li> <li>And whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals set out in the IEP and to participate, as appropriate, in the general education curriculum?</li> </ul> </li> <li>YES † the information is sufficient. Summarize the team's reasons in the box below and proceed to the determination of eligibility.</li> </ul>
For reevaluation only, parents were notified of their right to request additional assessments to determine whether the child continues to be a child with a disability.
NO † additional data are needed. List the information that needs to be collected below.
Team members involved:

# **Parent Consent for Evaluation**

Student Name	DOB	SAIS #
additional assessment(s) to determ needs. Your written consent is re- voluntary. You may revoke your	nine if the child has a disc equired before we gather consent at any time during	determined that your child requires sability and the resulting educational the additional data. Your consent is g the evaluation, which will halt any for any evaluation that has already
	ent  ation may only be release the Family Educational Rig	ed to third parties with your express ghts and Privacy Act, records may be or child is seeking to enroll.
Upon completion of the evaluation results and to help make  □ I have received a copy of th  □ I give permission for my ch  □ I refuse permission for my of	e a determination of eligibine parent's Procedural Safe fill to receive an individua	eguards Notice. l evaluation.
Parent's Name:		
Parent's Signature:		Date:

# **Evaluation Report**

Following the completion of evaluation, a comprehensive report must be developed and maintained in the student's file. An evaluation checklist is provided below to assist teams in the development of such a report.

### **Evaluation Checklist**

Use this checklist to assist in creating a comprehensive report format that includes all the required components and considerations.

graphical Information			
Student name	$\square$ DOB	☐ Student ID#	
New eligibility date	☐ Previous eligibi	lity date	
Current vision	☐ Current hearing		
Review of Existing Data  Review of Existing Data form is included in the report OR the text of the report includes all of the information indicated on the Review of Existing Data form.			
Documentation of Additional Data  ☐ Results of any additional data are reported in a comprehensive manner.			
nmarize the Evaluation			
Discussion and documentation of the present levels of educational performance and educational needs are included.			
	• •		
	•	<b>±</b>	
The evaluation and eligibility	y determination tean	membership is indicated in the report.	
	Student name New eligibility date Current vision  riew of Existing Data Review of Existing Data for of the information indicated  cumentation of Additional D Results of any additional data  mmarize the Evaluation Discussion and documenta educational needs are included  Discussion and documentation instruction in reading or math	New eligibility date	

# Child with Autism (A)

	Name of Student	Date of Eligibility Decision
	Name of Public Education Agency	
	e determination of eligibility for special EA '04, A.R.S. §15-766, and the follow	l education is based on an evaluation pursuant to the ving requirements:
	communication, social interaction, a environment. Characteristics of a communication, engagement in repeti- environmental change or changes	sability that significantly affects verbal and nonverbal and adversely affects performance in the educational autism include irregularities and impairments in tive activities and stereotypical movements, resistance to in daily routines, and unusual responses to sensory children with emotional disabilities as defined in A.R.S.
	The student was evaluated in all areas	related to the suspected disability.
Te	am decision regarding the presence of The student does meet the criteria as a	· · · · · · · · · · · · · · · · · · ·
Te	am decision regarding the need for sp The student does not need special edu	•
	The student <b>does</b> need special education	on services.
lac	ek of appropriate instruction in reac	to be a child with a disability if the determinant factor is ding (including the essential components of reading in math, or limited English proficiency.
	Parent has been provided with notice requirement under the IDEA '04.	regarding this decision that meets the prior written notice

# **Child with Emotional Disability (ED)**

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for special ed IDEA '04, A.R.S. §15-766, and the following	ducation is based on an evaluation pursuant to the requirements:
<ul><li>and to a marked degree and the behavior environment:</li><li>An inability to build and maintain sat teachers.</li></ul>	ollowing characteristics over a long period of time r adversely affects performance in the educational isfactory interpersonal relationships with peers and
<ul> <li>Inappropriate types of behavior or feeli</li> <li>A general and pervasive mood of unhated</li> <li>A tendency to develop physical symptoproblems.</li> </ul>	
1	lained by intellectual, sensory, or health factors.
The category includes children who are schi socially maladjusted, unless it is determined th	zophrenic, but does not include children who are at they have an emotional disability.
<ul> <li>The emotional disability has been verified school psychologist.</li> <li>The student was evaluated in all areas related</li> </ul>	by a psychiatrist, licensed psychologist, or certified ed to the suspected disability.
Team decision regarding the presence of a d  ☐ The student does meet the criteria as a child	· · · · · · · · · · · · · · · · · · ·
Team decision regarding the need for specia  ☐ The student does not need special education	
$\Box$ The student <b>does</b> need special education se	rvices.
	a child with a disability if the determinant factor is (including the essential components of reading math, or limited English proficiency.
☐ Parent has been provided with notice regar requirement under the IDEA '04.	ding this decision that meets the prior written notice

# Child with Hearing Impairment (HI)

	Name of Student Date of Eligibility Decision
	Name of Public Education Agency
	ne determination of eligibility for special education is based on an evaluation pursuant to the EA '04, A.R.S. §15-766, and the following requirements:
	The student has a loss of hearing acuity that adversely affects performance in the educational environment.
	The hearing loss has been verified by an audiologist through an audiological evaluation.
	A communication/language proficiency evaluation has been conducted.
	The student was evaluated in all areas related to the suspected disability.
Te	eam decision regarding the presence of a disability:  The student does meet the criteria as a child with a hearing impairment.
Te	eam decision regarding the need for special education services:  The student does not need special education services.
	The student <b>does</b> need special education services.
lac	<b>ote:</b> A student shall not be determined to be a child with a disability if the determinant factor is ck of appropriate instruction in reading (including the essential components of reading struction), lack of appropriate instruction in math, or limited English proficiency.
	Parent has been provided with notice regarding this decision that meets the prior written notice requirement under the IDEA '04.

# **Child with Mild Intellectual Disability (MIID)**

	Name of Student	Date of Eligibility Decision
	Name of Public Education Agency	
	e determination of eligibility for spec EA '04, A.R.S. §15-766, and the follow	ial education is based on an evaluation pursuant to the ving requirements:
	environment as evidenced by perform	lity that adversely affects performance in the educational nance on a standard measure of intellectual functioning deviations below the mean for students of the same age.
	The student demonstrates adaptive deviations below the mean for student	behaviors that are between two and three standard is of the same age.
	The student was evaluated in all areas	related to the suspected disability.
Te	am decision regarding the presence (	of a disability:
	The student <b>does</b> meet the criteria as a	child with mild intellectual disability.
Te	am decision regarding the need for s	pecial education services:
	The student <b>does not</b> need special edu	cation services.
	The student <b>does</b> need special educati	on services.
lac	k of appropriate instruction in read	to be a child with a disability if the determinant factor is ding (including the essential components of reading n in math, or limited English proficiency.
	Parent has been provided with notice requirement under the IDEA '04.	regarding this decision that meets the prior written notice

# Child with Moderate Intellectual Disability (MOID) Determination of Eligibility

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	_
The determination of eligibility for specIDEA '04, A.R.S. §15-766, and the follo	cial education is based on an evaluation pursuant to the wing requirements:
educational environment as evidence	disability that adversely affects performance in the red by performance on a standard measure of intellectual d four standard deviations below the mean for students of
☐ The student demonstrates adaptive deviations below the mean for stude	e behaviors that are between three and four standard ents of the same age.
☐ The student was evaluated in all area	as related to the suspected disability.
<b>Team decision regarding the presence</b> ☐ The student <b>does</b> meet the criteria as	of a disability: a child with moderate intellectual disability.
Team decision regarding the need for	special education services:
$\Box$ The student <b>does not</b> need special ed	ucation services.
☐ The student <b>does</b> need special educat	ion services.
lack of appropriate instruction in rea	to be a child with a disability if the determinant factor is ading (including the essential components of reading on in math, or limited English proficiency.
☐ Parent has been provided with notice requirement under the IDEA '04.	regarding this decision that meets the prior written notice

# **Child with Multiple Disabilities (MD)**

	Name of Student Date of I	Eligibility Decision
	Name of Public Education Agency	
	The determination of eligibility for special education is based on an eIDEA '04, A.R.S. §15-766, and the following requirements:	evaluation pursuant to the
	☐ The student has learning and developmental problems resulting from cannot be provided for adequately in a program designed to meet the less complex disabilities and that adversely affect performation environment:	he needs of children with
	☐ The student is a student with a disability with two or more of the foll ☐ A hearing impairment.	owing conditions:
	☐ An orthopedic impairment.	
	☐ Moderate intellectual disability	
	☐ A visual impairment.	
	One or more of the following disabilities existing concurrently with intellectual disability, an emotional disability, or a specific learning disability.	
	☐ The student was evaluated in all areas related to the suspected disabi	lity.
Te	Team decision regarding the presence of a disability:  ☐ The student does meet the criteria as a child with multiple disabilities.	S.
Te	Team decision regarding the need for special education services:	
	☐ The student <b>does not</b> need special education services.	
	☐ The student <b>does</b> need special education services.	
lac	<b>Note:</b> A student shall not be determined to be a child with a disability is lack of appropriate instruction in reading (including the essential instruction), lack of appropriate instruction in math, or limited English p	components of reading
	□ Parent has been provided with notice regarding this decision that me requirement under the IDEA '04.	ets the prior written notice

# **Child with Multiple Disabilities with Severe Sensory Impairment (MDSSI)**

	<u> </u>
Name of Student	Date of Eligibility Decision
Name of Public Education Agency	<u> </u>
The determination of eligibility for s IDEA '04, A.R.S. §15-766, and the fo	pecial education is based on an evaluation pursuant to the llowing requirements:
	rment in combination with one or more of the following versely affect performance in the educational environment:
☐ Orthopedic impairment	
☐ Moderate or severe intellectual	disability
☐ Multiple disabilities	
☐ Emotional disability requiring	private or public intensive therapeutic placement
☐ The student has a severe visual <b>an</b> e	d a severe hearing impairment.
☐ The student was evaluated in all ar	eas related to the suspected disability.
Team decision regarding the present ☐ The student does meet the criteria impairment.	ce of a disability: a as a child with multiple disabilities with a severe sensory
Team decision regarding the need for	or special education services:
$\Box$ The student <b>does not</b> need special	education services.
☐ The student <b>does</b> need special educ	cation services.
lack of appropriate instruction in	ed to be a child with a disability if the determinant factor is reading (including the essential components of reading ction in math, or limited English proficiency.
☐ Parent has been provided with not requirement under the IDEA '04.	ce regarding this decision that meets the prior written notice

# Child with Orthopedic Impairment (OI)

Name of Student	Date of Eligibility Decision		
Name of Public Education Agency			
The determination of eligibility for special education is IDEA '04, A.R.S. §15-766, and the following requirement			
☐ The student has one or more severe orthopedic impair disease, or other causes such as amputation or performance in the educational environment.			
☐ The orthopedic impairment has been verified by a doct	or of medicine or doctor of osteopathy.		
☐ The student was evaluated in all areas related to the sus	spected disability.		
Team decision regarding the presence of a disability:  ☐ The student does meet the criteria as a child with an orthopedic impairment.			
Team decision regarding the need for special education	services:		
$\square$ The student <b>does not</b> need special education services.			
☐ The student <b>does</b> need special education services.			
<b>Note:</b> A student shall not be determined to be a child with lack of appropriate instruction in reading (including instruction), lack of appropriate instruction in math, or lim	the essential components of reading		
☐ Parent has been provided with notice regarding this decrequirement under the IDEA '04.	cision that meets the prior written notice		

# **Child with Other Health Impairment (OHI)**Determination of Eligibility

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for special IDEA'04, A.R.S. §15-766, and the follows:	ial education is based on an evaluation pursuant to the ing requirements:
a heightened alertness that results environment) that is due to chronic	nat limits his/her strength, vitality, or alertness (including in limited alertness with respect to the educational or acute health problems including but not limited to iabetes, epilepsy, and/or heart conditions. The health ance in the educational environment.
☐ The health impairment has been verified	ed by a doctor of medicine or doctor of osteopathy.
☐ The student was evaluated in all other	areas related to the suspected disability.
<b>Team decision regarding the presence o</b> ☐ The student <b>does</b> meet the criteria as a	· · · · · · · · · · · · · · · · · · ·
Team decision regarding the need for sp	pecial education services:
$\Box$ The student <b>does not</b> need special edu	cation services.
☐ The student <b>does</b> need special education	on services.
	to be a child with a disability if the determinant factor is ding (including the essential components of reading in math, or limited English proficiency.
☐ Parent has been provided with notice requirement under the IDEA '04.	regarding this decision that meets the prior written notice

# Child with Severe Intellectual Disability (SID) Determination of Eligibility

	Name of Student Date of Eligibility Decision
	Name of Public Education Agency
	the determination of eligibility for special education is based on an evaluation pursuant to the EA '04, A.R.S. §15-766, and the following requirements:
	The student exhibits intellectual disability that adversely affects performance in the educational environment as evidenced by performance on a standard measure of intellectual functioning that is more than four standard deviations below the mean for students of the same age.
	The student demonstrates adaptive behaviors that are at least four standard deviations below the mean for students of the same age.
	The student was evaluated in all areas related to the suspected disability.
Те	eam decision regarding the presence of a disability:
	The student <b>does</b> meet the criteria as a child with severe intellectual disability.
Те	eam decision regarding the need for special education services:
	The student <b>does not</b> need special education services.
	The student <b>does</b> need special education services.
lac	ote: A student shall not be determined to be a child with a disability if the determinant factor is ck of appropriate instruction in reading (including the essential components of reading struction), lack of appropriate instruction in math, or limited English proficiency.
	Parent has been provided with notice regarding this decision that meets the prior written notice requirement under the IDEA '04.

# Child with Specific Learning Disability (SLD) Determination of Eligibility

	Name of Student		Date of Eligibility Decision
	Name of Public Education Agency		
The determination of eligibility for special education is based on an evaluation pursuant to the IDEA '04, A.R.S. §15-766, and the following requirements:  The student has a specific learning disability in one or more of the following areas: (check all that			
app	oly)		
	Oral expression		Reading fluency skills
	Listening comprehension		Reading comprehension
	Written expression		Mathematics calculation
	Basic reading skill		Mathematics problem solving
<ul> <li>Eligibility was determined by: (check all that apply)</li> <li>Norm-referenced psychometric testing that identified a severe discrepancy between ability and achievement.</li> <li>A failure to respond to scientifically-based interventions and progress monitoring through the PEA's Arizona Department of Education approved response to intervention plan.</li> <li>Additional Requirements: (document the following)         <ul> <li>Relevant behavior(s) noted during the observation and the relationship to academic functioning</li> </ul> </li> </ul>			
	Educationally relevant medical findings (if any)		
	The effects of an additional disability, cultural factors, environmental or economic disadvantage, or limited English proficiency on the child's achievement level		
	The child ( $\square$ is $\square$ is not) achieving on grade level. The child ( $\square$ is $\square$ is not) making sufficient progress to meet grade level standards. The child ( $\square$ does $\square$ does not) exhibit a pattern of strengths and weaknesses in performance and/or achievement relative to grade level standards or intellectual development.		
	☐ The student was evaluated in all areas rela	ated	to the suspected disability.

Team decision regarding the presence of a disability:  ☐ The student does meet the criteria as a child with a specific learning disability.  Team decision regarding the need for special education services:  ☐ The student does not need special education services.  ☐ The student does need special education services.			
<b>Special Rule:</b> The team may not identification discrepancy between ability and achies impairment, intellectual disability, emdisadvantage.	evement is <b>primarily</b> the result of a v	risual, hearing	g, or motor
<b>Note:</b> A student shall not be determing lack of appropriate instruction in instruction), lack of appropriate instruction.  Certification of Team Conclusion	reading (including the essential c	omponents	
	Signature	Agree	Disagree*
Parent			
General Education Teacher			
Special Education Teacher			
Agency Representative			
Interpreter of Evaluation Results			
☐ Documentation that the parents w	and the student-centered data collecte	ed;	
collected;			
• The general education services	The general education services that would be provided;		
Strategies for increasing the child's rate of learning; and			
• The parents' right to request an evaluation that includes norm-referenced psychometric			
testing.			
☐ Parent has been provided with notice requirement under the IDEA '0	notice regarding this decision that 194.	meets the pr	ior written

<sup>\*</sup> If a team member disagrees with the conclusions of the team report, the team member must submit a separate statement presenting his or her conclusions.

# Speech/Language Impairment (SLI)

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for special education is bas 15-761(34) and the following requirements:	sed on an evaluation pursuant §A.R.S.
<b>Preschool:</b> The child is at least three years of age and has and demonstrates performance on a norm-referenced languation one-half standard deviations below the mean for children speech, out of context, is unintelligible to a listener who is a only appropriate when a comprehensive developmental indicated the child is not eligible for services under another developmental delay category. If there was a discrepancy team determined eligibility based on the preponderance of in <b>School-Age:</b> The child has reached the required age of the communication disorder such as stuttering, impaired article voice impairment that adversely affects the child's education evaluated in all areas related to the suspected disability.	age test that measures at least one and of the same age and/or the child's unfamiliar with the child. Eligibility is assessment <b>and</b> parental input have ther preschool category or under the between the measures, the evaluation aformation presented.  For kindergarten and demonstrates a culation, a language impairment, or a
Team decision regarding the presence of a disability:	
<ul> <li>□ The child does meet the criteria as a preschool child Team decision regarding the need for special education s</li> <li>□ The child does not need special education services.</li> <li>□ The child does need special education services.</li> </ul>	
<b>Note</b> : A student shall not be determined to be a child with a lack of appropriate instruction in reading (including the instruction), lack of appropriate instruction in math, or limited	he essential components of reading
☐ Parent has been provided with a written notice (PWN) requirement under the IDEA.	regarding this decision that meets the

# **Child with Traumatic Brain Injury (TBI)**

**Determination of Eligibility** 

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for special \$15-766 and the following requirements:	al education is based on an evaluation pursuant to A.R.S.
physical force that has resulted in impairment, or both, that adversely Resulting impairments include such	closed injury to the brain that was caused by an external total or partial functional disability or psychosocial affects performance in the educational environment. In areas of disability as cognition, language, memory, cal function, information processing, and speech.
☐ The injury is not congenital or deg	generative or induced by birth trauma.
☐ The injury has been verified by a	doctor of medicine or doctor of osteopathy.
☐ The student was evaluated in all a	reas related to the suspected disability.
Team decision regarding the presence of	of a disability:
☐ The student <b>does</b> meet the criteria as	a child with traumatic brain injury.
Team decision regarding the need for s	pecial education services:
☐ The student <b>does not</b> need special ed	lucation services.
☐ The student <b>does</b> need special educate	tion services.
	to be a child with a disability if the determinant factor is ding (including the essential components of reading on in math, or limited English proficiency.
☐ Parent has been provided with notinotice requirement under the IDEA '04.	ice regarding this decision that meets the prior written
For funding purposes, a student with T	BI must be listed in the Student Accountability

Information System (SAIS) with another disability. Therefore, the team should identify another disability category that most closely resembles the manifestation of the student's TBI and complete eligibility documentation for that disability to the extent appropriate.

# Child with Visual Impairment (VI)

	Name of Student Date of Eligibility Decision
	Name of Public Education Agency
	e determination of eligibility for special education is based on an evaluation pursuant to the EA '04, A.R.S. §15-766, and the following requirements:
	The student has a loss of visual acuity or loss of visual field that, even with correction, adversely affects performance in the educational environment. The term includes both partial sight and blindness.
	The visual impairment has been verified by an ophthalmologist or optometrist.
	The student was evaluated in all areas related to the suspected disability.
Te	am decision regarding the presence of a disability:
	The student <b>does</b> meet the criteria as a child with a visual impairment.
Te	am decision regarding the need for special education services:
	The student <b>does not</b> need special education services.
	The student <b>does</b> need special education services.
lac	ete: A student shall not be determined to be a child with a disability if the determinant factor is ek of appropriate instruction in reading (including the essential components of reading struction), lack of appropriate instruction in math, or limited English proficiency.
no	Parent has been provided with notice regarding this decision that meets the prior written tice requirement under the IDEA '04.

# **Child with Developmental Delay (DD)**

	Name of Student Date of Eligibility Decis	sion
	Name of Public Education Agency	
	The determination of eligibility for special education is based on an evaluation pursuan §15-766 and the following requirements:	t to A.R.S.
	☐ The child demonstrates performance on a norm-referenced test that measures at leas half but not more than three standard deviations below the mean for children of the in two or more of the following areas:	
	☐ Cognitive development	
	☐ Social and emotional development	
	☐ Physical development	
	☐ Adaptive development	
	☐ Communication development	
	☐ The results of the norm-referenced measure(s) are corroborated by information sources, including parent input, judgment-based assessments, and/or surveys.	from other
	☐ The child was evaluated in all of the areas of development listed above, which, whole, comprise a comprehensive developmental assessment.	taken as a
Те	Team decision regarding the presence of a disability:	
	☐ The child <b>does</b> meet the criteria as a child with a developmental delay.	
Te	Team decision regarding the need for special education services:	
	☐ The student <b>does not</b> need special education services.	
	☐ The student <b>does</b> need special education services.	
lac	<b>Note:</b> A student shall not be determined to be a child with a disability if the determinal lack of appropriate instruction in reading (including the essential components instruction), lack of appropriate instruction in math, or limited English proficiency.	
	□ Parent has been provided with notice regarding this decision that meets the prior wr requirement under the IDEA '04.	itten notice

# Child with Preschool Severe Delay (PSD)

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for spe §15-766 and the following requirement	cial education is based on an evaluation pursuant to A.R.S. s:
<b>=</b>	e on a norm-referenced test that measures more than three an for children of the same age in one or more of the
☐ Cognitive development	
☐ Social and emotional develo	pment
☐ Physical development	
☐ Adaptive development	
☐ Communication development	nt
	d measure(s) are corroborated by information from other gment-based assessments, and/or surveys.
☐ The child was evaluated in all of whole, comprise a comprehensive d	the areas of development listed above, which, taken as a evelopmental assessment.
Team decision regarding the presence	e of a disability:
☐ The child <b>does</b> meet the criteria as a	child with a preschool severe delay.
Team decision regarding the need for	special education services:
☐ The student <b>does not</b> need special e	ducation services.
☐ The student <b>does</b> need special education	ation services.
lack of appropriate instruction in re-	d to be a child with a disability if the determinant factor is eading (including the essential components of reading tion in math, or limited English proficiency.
☐ Parent has been provided with notice requirement under the IDEA '04.	e regarding this decision that meets the prior written notice

# Non-Eligible Child

Name of Student	Date of Eligibility Decision
Name of Public Education Agency	
The determination of eligibility for special education is base §15-766 and the following requirements:	d on an evaluation pursuant to A.R.S.
☐ The student was evaluated in all areas related to the susp	pected disability.
Team decision regarding the presence of a disability:  ☐ The student does not meet the criteria as a child with a disability.	lisability under the IDEA.
<b>Note:</b> A student shall not be determined to be a child with a lack of appropriate instruction in reading (including the esse instruction), lack of appropriate instruction in math, or limit	ential components of reading
☐ Parent has been provided with notice regarding this deci requirement under the IDEA '04.	sion that meets the prior written notice

# Appendix B: Federal and State Statutory and Regulatory References

# Individuals with Disabilities Education Act of 2004 IDEA Regulations of 2006, Title 34 of the Code of Federal Regulations (C.F.R.), Part 300

Topic	34 C.F.R. Part 300 Reference
Definition of evaluation	§300.15
Parent consent	§300.300
Basic requirements	§§300.301, 300.304, 300.324
Initial evaluation	§§300.301, 300.305
Reevaluation	§300.303
Review of existing data	§300.305(a)(1)
Evaluation procedures	§300.304
Copy of report for parents	§300.306(a)(2)
Independent educational evaluation	§300.502
Evaluation not required for graduation	§300.305(e)(2)

# Arizona Revised Statutes (A.R.S.), Title 15: Education, Chapter 7: Instruction

Topic A.R.S. Reference

Evaluation of child for placement in special education §15-766

## Arizona Administrative Code (A.A.C.), Title 7: Education, Article 4: Special Education

Topic A.A.C. Reference

Evaluation and reevaluation R7-2-401.E

# **Appendix C: Categories of Eligibility**

Category of Disability	IDEA '04 Regulations	Arizona Revised Statutes
Autism	\$300.8(c)(1)	§15-761.1
Emotional Disability*	§300.8(c)(4)	§15-761.7
Hearing Impairment	§300.8(c)(3)(5)	§15-761.8
Mild Intellectual Disability	§300.8(c)(6)	§15-761.14
Moderate Intellectual Disability	§300.8(c)(6)	§15-761.15
Multiple Disabilities	§300.8(c)(7)	§15-761.16
Multiple Disabilities with Severe Sensory Impairment	§300.8(c)(2)(7)	§15-761.18
Orthopedic Impairment	\$300.8(c)(8)	§15-761.19
Other Health Impairment	§300.8(c)(9)	§15-761.20
Preschool Hearing Impairment	§300.8(c)(3)(5)	\$15-771.A.1 \$15-761.7
Developmental Delay	\$300.8(b)(1)	§15-761.3
Preschool Severe Delay	§300.8(b)(1)	§15-761.24
Preschool Visual Impairment	§300.8(c)(13)	§15-771.A.2 §15-761.40
Severe Intellectual Disability	\$300.8(c)(6)	§15-761.33
Speech/Language Impairment	§300.8(c)(11)	§15-761.34
Traumatic Brain Injury	§300.8(c)(12)	§15-761.38
Visual Impairment	§300.8(c)(13)	§15-761.39

<sup>\*</sup> Refers to "Emotional Disturbance"

# **Appendix D: Evaluation Definitions**

#### **Accommodations**

Provisions made to allow a student to access and demonstrate learning. These do not substantially change the instructional level, the content, or the performance criteria. The changes are made to provide the student equal access to learning and equal opportunities to demonstrate knowledge.

#### **Adaptations**

Changes made to the environment, curriculum, instruction, and/or assessment practices for a student to be a successful learner. Adaptations include accommodations and modifications. Adaptations are based on an individual student's strengths and needs.

### **Assistive Technology Device**

Any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted or the replacement of such a device.

## **Assistive Technology Service**

Any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device, such as the evaluation of the needs of the child including: a functional evaluation of the child's customary environment; purchasing or leasing assistive technology devices; selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; coordinating and using other therapies, interventions, or services with assistive technology devices; training or technical assistance for the child or that child's family; and training or technical assistance for professionals, employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of that child.

#### **Modifications**

Substantial changes in what a student is expected to learn and to demonstrate. Changes may be made in the instructional level, the content, or the performance criteria. Such changes are made to provide a student with meaningful and productive learning experiences, environments, and assessments based on individual needs and abilities.

#### **Observations**

Formal and informal documentation of student performance. Examples include the following:

#### General Observations

Examples of observations completed by teachers, related service providers, parents, and/or other members of school staff, could include informal reflections on a student's performance and/or formal observations completed in a structured setting. Considerations to include in observations could include numbers in a learning group, subject matter of the instruction, the behavior of the student as compared to peers in class, and/or the relationship of the behavior to academic functioning.

#### **Observations During Testing**

Examples of observations during testing could include characteristic(s) or behavior(s) that may have an impact on the evaluation process or results.

## **Observations in Other Settings**

Examples of observations in other settings could include activity level (calm, hyperactive, reticent, persistent, gives up easily, etc.), attention (adequate, interested, easily distracted, situational, etc.), maturity, and adult relationships (friendly, hostile, indifferent, silly, etc.).

### Interviews/Reviews of Records

Examples of interviews or review of records could include a discussion as to how these interviews/records impact the student in the learning environment.

# **Appendix E: Evaluation Considerations**

## **Cultural Disadvantage**

Examples of cultural disadvantage to consider include language, values/expectations, and/or parental involvement.

#### **Economic Disadvantage**

Examples of economic disadvantage to consider include issues of income and poverty, involvement with other social agencies, family history, family illness, natural economic disasters, and/or lack of community resources.

## **Educational Disadvantage**

Examples of educational disadvantage to consider include poor attendance, number of schools attended, retentions, teaching effectiveness, student-teacher relationships, lack of preschool services, and/or lack of community resources.

## **Educational History**

Educational history examples include previous school attended, retentions, previous grades, discussions of previous interventions, discussions of previous evaluation results, comments from current teacher(s), and/or attendance patterns.

# **Educationally Relevant Medical Information and Developmental History**

Examples of educationally relevant medical information and developmental history include pregnancy and delivery, developmental milestones, hospitalizations, explanations of visual—auditory history (vision and hearing screenings, glasses, hearing aids, auditory trainer), fine/gross motor status, prenatal conditions, accidents, illnesses, injuries, medical conditions, and/or medications (current, significant medications, history).

### **Environmental**

Examples of environmental considerations include socioeconomic status, community experience, family history, and/or family mobility.

#### **Family History**

Examples of family history include family structure and recent changes in family structure, occupation of parents, education level of parents, number of and age(s) of siblings, histories of disabilities, birth defects, etc., determination of primary language of home/child and how the determination was made, and/or other relevant cultural issues.

### **Lack of Instruction**

Examples of lack of instruction may include a lack of appropriate instruction in reading or math, including the essential elements of reading, or lack of a consistent curriculum linked to the Arizona standards.

#### **Limited English Proficiency**

Limited English proficiency means that English is not the native/primary language of the child and that the child has difficulties in English language comprehension and/or expression due to second language learning issues.

#### **Reason for Referral**

Examples of reasons for referral include the initiation of referral (who? what? why?), the reasons (reevaluation, specific skill deficits), and the suspected area(s) of disability.